



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

JOB ANNOUNCEMENT # JB-03610

POSITION : CUSTODIAL WORKER NA-3566-02

LOCATION: LODGING

SALARY: \$12.82

LOCATION: JB ANACOSTIA-BOLLING

OPEN: 9 JULY 2010

CLOSE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

☐ Regular Full-Time (35-40 Hours Per Week) ☐ Regular Part-Time (20-34 Hours Per Week)

☒ Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>)

To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032.

A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:

(202)767-5206

DUTIES AND RESPONSIBILITIES:

Summary of Duties: Performs one or more of the following duties: Scrubs, strips, waxes, and polishes floors using heavy (industrial-type) powered scrubbers and buffers. Vacuum cleans rugs, using heavy (industrial-type) vacuum cleaner. Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers, and other attachments on them. Washes and replaces venetian blinds, changes light bulbs and washes ceiling fixtures and room partitions, using ladders and scaffolds. Moves heavy furniture, supplies and equipment. In living quarters, makes beds, changes linens and collects soiled linen. Keeps rest rooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Maintains a stock of cleaning materials and equipment and notifies supervisor when more are needed.

Performs other related duties as required.

QUALIFICATIONS:

Skills and Knowledge: Knowledge and skill sufficient to read signs, follow simple oral and written instructions.

Ability to work safely while moving lightweight objects. Ability to use powered equipment and perform minor maintenance on this equipment. Ability to learn Material Safety Data Sheets.

Responsibility: Works with specific oral and written instructions. Usually not called upon to use judgment for other than simple choices. Responsible for exercising continual care, due to the nature of tools and equipment used, and the weight of objects handled. After receipt of instructions, worker may complete routine duties involving several distinct tasks or steps independently.

Physical Effort: Exerts moderately heavy physical effort in controlling heavy equipment, carrying and setting up ladders and scaffolds and working from ladders and scaffolds. Continual standing, bending, stooping, and reaching; frequently lifting and move objects weighing about 40 lbs. and occasionally objects weighing over 50 lbs.

Working Conditions: Work is typically performed indoors, in areas which normally have adequate heat, light and ventilation. Exposed to dirt and disagreeable odors. Exposed to minor injuries.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.